



County of San Bernardino

F A S

STANDARD CONTRACT

FOR COUNTY USE ONLY

<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel		Vendor Code CENTRAL580		SC Dept. A		Contract Number 02-169 A-1	
County Department Department of Children's Services					Dept. Orgn.		Contractor's License No.
County Department Contract Representative Lori Ciabattini					Telephone 388-0253		Total Contract Amount \$ 259,500.00
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:							
If not encumbered or revenue contract type, provide reason: _____							
Commodity Code			Contract Start Date	Contract End Date	Original Amount	Amendment Amount \$75,000	
Fund AAA	Dept. DPA	Organization DCS	Appr. 300	Obj/Rev Source 3205	GRC/PROJ/JOB No. KIN582BZ	Amount 184.500	
Fund AAA	Dept. DPA	Organization DCS	Appr. 300	Obj/Rev Source 3205	GRC/PROJ/JOB No. PSF515BZ	Amount 37.500	
Fund AAA	Dept. DPA	Organization DCS	Appr. 300	Obj/Rev Source 3205	GRC/PROJ/JOB No. PSF516BZ	Amount 37.500	
Project Name			Estimated Payment Total by Fiscal Year				
			FY	Amount	I/D	FY	Amount
			02/03	42,858	I		
			03/04	32,142	I		

THIS CONTRACT is entered into in the State of California by and between the County of San Bernardino, Department of Children's Services, hereinafter called the County, and

Name

Central City Lutheran Mission

hereinafter called

Contractor

Address

1354 North "G" Street

San Bernardino, CA 92405

Phone

909-882-4755

Birth Date

Federal ID No. or Social Security No.

33-0634580

IT IS HEREBY AGREED TO AMEND COUNTY CONTRACT #02-169 AS FOLLOWS:

AMENDMENT NO. 1:

Section I, Paragraphs G through H are added to read as follows:

I. DEFINITIONS

- G. Family Preservation Services - Services typically designed to help families alleviate crisis that might lead to out-of-home placement of children; maintaining the safety of children in their own homes; supporting families preparing to reunify or adopt; and assisting families in obtaining

services and other support necessary to address their multiple needs. (If a child cannot be protected from harm without placement or the family does not have adequate strengths on which to build, services to preserve that family are not appropriate.)

- H. Family Support Services - Family support services are primarily community-based preventive activities designed to alleviate stress and promote parental competencies and behaviors that will increase the ability of families to: successfully nurture their children; use other resources and opportunities available in the community; and create supportive networks to enhance child-rearing abilities of parents and help compensate for the increased social isolation and vulnerability of families.

Section II, Paragraph K through O are added to read as follows:

II. CONTRACTOR SERVICE RESPONSIBILITIES

- K. Contractor shall submit monthly a Program Impact Evaluation Form for every client-family who has completed or terminated services during the prior month. Program Impact Evaluation forms shall be provided by the County.

Program Impact Evaluation forms shall be submitted to DCS by the 10th of each month following the month of completion or termination of services and shall be mailed to:

Department of Children's Services
Administrative Resources Division
825 E. Hospitality Lane, 2nd Floor
San Bernardino, CA 92415-0079
Attn: PSSF Program Coordinator

Failure to fully comply with this responsibility may result in any or all of the remedies specified in Section VII, Paragraph B, Items 1-5.

- L. Contractor shall maintain a quarterly service delivery rate equal to or greater than twenty-five percent (25%) of annual targets as set forth in Attachment A of this Contract. Refer to Section V, Paragraphs A as no additional funding will be granted for exceeding annual targets.
- M. Under no circumstance, shall contractor require any client served under this contract to compensate the Contractor for any services.
- N. Contractor shall provide services in a manner that ensures cultural responsiveness to the urban and rural populations of the County and to the diverse ethnic groups of which the County is comprised.
- O. Contractor shall attend Quarterly Contractor Meetings and other periodic meetings as determined by the County for training purposes and to discuss/review and/or audit performance, procedures and recommend change.

Section III, Paragraph R is deleted in its entirety.

Section V, Paragraph A, Item 2 is amended to read as follows:

- 2. Reimbursement shall not exceed \$100,000 for County Fiscal Year 02/03 and \$75,000 for Federal Fiscal Year 02/03. These funds are payable only for services rendered and

expenses incurred during these periods as referenced in Attachment C - Program Budgets for Fiscal Year 02/03.

Section VIII is amended to read as follows:

This Contract is effective as of March 5, 2002, and is extended from its original expiration date of June 30, 2003, to expire on September 30, 2003, but may be terminated earlier in accordance with provisions of Section IX of the Contract.

Section X is amended to read as follows:

X. GENERAL PROVISIONS

- A. When notices are required to be given pursuant to this Contract, the notices shall be in writing and mailed to the following respective addresses listed below.

Contractor: Tom Dolan
Central City Lutheran Mission
1354 North "G" Street
San Bernardino, CA 92405

County: County of San Bernardino
Human Services System
Attn: Contracts Unit
150 S. Lena Road
San Bernardino, CA 92415-0515

ATTACHMENT A – SCOPE OF WORK is deleted and replaced with the attached SCOPE OF WORK.

ATTACHMENT C – PROGRAM BUDGET FOR FISCAL YEAR 2002 – 2003 is deleted and replaced with the attached PROGRAM BUDGETS FOR FISCAL YEAR 2002 – 2003

All other terms and conditions of County Contract #02-169 remain in full force and effect.

COUNTY OF SAN BERNARDINO

(Print or type name of corporation, company, contractor, etc.)

► _____
Dennis Hansberger, Chairman, Board of Supervisors

By ► _____
(Authorized signature - sign in blue ink)

Dated _____

Name _____
(Print or type name of person signing contract)

SIGNED AND CERTIFIED THAT A COPY OF THIS
DOCUMENT HAS BEEN DELIVERED TO THE
CHAIRMAN OF THE BOARD
Clerk of the Board of Supervisors
of the County of San Bernardino.

Title _____
(Print or Type)

Dated _____

By _____
Deputy

Address _____

Approved as to Legal Form

Reviewed by Contract Compliance

Reviewed for Processing

► _____
Ruth Stringer, County Counsel

► _____
Lori Ciabattini, HSS Contracts Unit

► _____
Agency Administrator/CAO

Date _____

Date _____

Date _____

**Auditor/Controller-Recorder
Use Only**

☐ Contract Database ☐ FAS

Input Date	Keyed By
------------	----------

SCOPE OF WORK
Services for County Fiscal Years 2001–2002 and 2002-2003

- I. Contractor will provide an array of community-based family support services to kinship families, including, but not limited to:
 - A. Assessment and Case Management
 - B. Information and Referral to Services as needed
 - C. Support Groups
 - D. Recreational Activities
 - E. Tutoring

- II. Contractor will augment its services through partnerships created to assist clients with:
 - A. Legal needs
 - B. Health care
 - C. Mental Health Counseling
 - D. Day care
 - E. Transportation to services and activities as needed
 - F. Individual and group counseling on parent-child and group conflict issues, anger management, depression, and social interaction
 - G. Mentoring services

- III. Contractor will focus on the following areas:
 - A. Increased family functioning
 - B. Increased academic achievement of KSSP children
 - C. Increased parenting skills for relative caregivers
 - D. Increased role satisfaction for relative caregivers
 - E. Increased availability of information referrals

- IV. Contractor will solicit additional volunteers to assist in various relative caregiver support activities, including, but not limited to:
 - A. Reading to children
 - B. Chaperoning and facilitating recreational activities
 - C. Participating in workshops

- V. Contractor will collaborate directly with educators, administrators, and other academic support personnel on behalf of the students to mitigate stress of the relative caregiver and to assess and coordinate tutoring of KSSP children.
- VI. Contractor will provide respite child care while relative caregiver is on-site. Day Care will be provided only by appropriately licensed providers.
- VII. Contractor will disseminate program awareness information via community outreach services, including, but not limited to, door-to-door contact, advertising, program brochures and flyers, promotional giveaways, and public broadcasting.
- VIII. Contractor will provide County and State with a monthly report summarizing all activity, as per format provided by County and State, respectively. Such reports must be submitted no later than ten (10) business days following the month of services and must be in a format acceptable to County and State.
- IX. Contractor will recruit and hire relative caregivers to assist with services, including, but not limited to, clerical support, conducting support groups, education/outreach, tutoring/mentoring, and respite care. Contractor will also utilize relative caregivers as volunteers of the program.
- X. Contractor will provide additional relative caregiver support services, including, but not limited to:
 - A. Weekly relative caregiver support groups
 - B. Weekly teen support groups
 - C. Daily Activity Blocks (Monday through Friday) for relative caregivers (Caregivers will determine the direction of this program.)
 - D. Monthly on-site and off-site recreational activities

Organization: Central City Lutheran Mission
Program Services and Targets for Federal Fiscal Year 2002 - 2003 Funding
Period Beginning March1, 2003 and Ending September 30, 2003

Program Services (Please use a service title that gives a clear understanding of the service that will be provided. Monthly Reports are to reflect these same service titles exactly.)	Zip Codes or Area(s) Served	Annual Number of This Service to be Provided	X	Average Number of Contacts per Service (new and recurring clients)	=	TOTAL ANNUAL NUMBER OF CONTACTS	X	Average Hour(s) for This Service (in decimals)	=	TOTAL ANNUAL HOURS OF SERVICE
EXAMPLE: PARENTING CLASSES	S.B. & REDLANDS	52		10		520		1.5		780
Child Care	S.B. City and surrounding areas	54		4		216		1.5		324
Caregiver Education Assistance: A: Training	S.B. City and surrounding areas	9		10		90		2		180
B: Kinship Conference		1		128		128		6		768
Information Referral	S.B. City and surrounding areas	440		1		440		.25		110
Home Visits	S.B. City and surrounding areas	35		1		35		1		35
Counseling (Individual and Family)	S.B. City and surrounding areas	50		3		150		1		150
Recreation: A) General	S.B. City and surrounding areas	9		35		315		2		630
B) Annual Picnic Retreat		1		400		400		6		2400
Support Groups	S.B. City and surrounding areas	46		6		276		1.5		414
Transportation	S.B. City and surrounding areas	35		2		70		1		70

PROGRAM BUDGET
COUNTY FISCAL YEAR 2002 – 2003
July 1, 2002 through June 30, 2003

EXPENSE

COST

A. Salaries and Benefits

Program Director	\$ 5,200.00
Benefits	\$ 1,040.00
Associate Director / Family Resource Center	\$ 2,912.00
Benefits	\$ 582.40
Van Driver	\$ 3,182.40
Benefits	\$ 636.48
Outreach Workers (6 Full Time)	\$ 4,118.40
Benefits	\$ 140.00
Office Assistance	\$ 3,120.00
Benefits	\$ 416.00
Cal State Interns (2)	\$ 3,750.00
Benefits	\$ 750.00
Family Resource Center Counseling	\$ 16,000.00
Benefits	\$ 3,200.00
Accounting Clerk	\$ 5,000.00
Clinical Supervisor Stipend	\$ 14,000.00

SUBTOTAL (A) **\$ 64,047.68**

B. Administrative Costs / Operating Expenses

Telephone	\$ 1,191.00
Evaluation	\$ 5,000.00
Office Supplies	\$ 665.00
Printing	\$ 1,440.00
Marketing	\$ 938.00
Insurance/Van	\$ 300.00
Gasoline/Van	\$ 600.00
Travel expenses	\$ 1,751.00
Staff Training/Development	\$ 5,800.00
Stipend for speakers	\$ 1,500.00
Kinship respite activities	\$ 7,867.32
Food	\$ 2,400.00
Presentation Supplies	\$ 6,500.00

SUBTOTAL (B) **\$ 35,952.32**

GRAND TOTAL (A & B) **\$ 100,000.00**

Program Budget Federal Fiscal Year 2002 - 2003
Period Beginning March 1, 2003 and Ending September 30, 2003

I. PROGRAM COSTS

List only those items of cost which are chargeable, in whole or part, to the program

A. Salaries and Benefits

	(1)	(2)	(3)
COST ITEM	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO COUNTY	TOTAL COST TO COUNTY
1. Job Title: MSW Case Manager			
Salary:	\$20,303	100%	\$20,303
Benefits:	\$3,069	100%	\$3,069
2. Job Title: Advocate/Outreach Worker			
Salary:	\$9,400	100%	\$9,400
Benefits:			
3. Job Title: Rec. Coordinator/Child Care Worker			
Salary:	\$8,187	100%	\$8,187
Benefits:			
4. Job Title:			
Salary:			
Benefits:			
5. Job Title:			
Salary:			
Benefits:			
SUBTOTALS	\$40,959		\$40,959

B. Administrative Costs

(1)	(2)	(3)	(4)
COST ITEM	TOTAL COST TO THE ORGANIZATION	PERCENT CHARGED TO COUNTY	TOTAL COST TO COUNTY
1. Annual Picnic/Retreat	\$10,000	100%	\$10,000
2. Advertising	\$8,000	100%	\$8,000
3. Kinship Conference	\$10,000	100%	\$10,000
4. Rent	\$6,040	100%	\$6,040
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12. SUBTOTALS	\$34,040		\$34,040
13. SUBTOTALS, (A) above	\$40,959		\$40,959
14. TOTALS	\$74,999		\$74,999